

Administrative Assistant I

Royal Oak Police Department

Salary: \$40,016 - \$46,017

An **Administrative Assistant I**, *upon application*, shall have the following training & experience:

1. Graduation from a standard high school or business school including courses in secretarial science, administrative assistant, computer operation, data processing or related field.
2. Three (3) years of progressively more responsible clerical/secretarial/administrative assistant experience or the equivalent.

GENERAL STATEMENT OF DUTIES: An **Administrative Assistant I** serves as administrative assistant to the Police Chief, and performs varied responsible administrative detail for the office. The **Administrative Assistant I** receives general directions regarding departmental policies and procedures and is expected to exercise judgment, initiative and confidentiality carrying out administrative detail. Duties may involve frequent public contact, record keeping, filing, computer input and the utilization of networked computer programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: An **Administrative Assistant I** may be called upon to do any or all of the following (*These examples do not include all of the tasks the employee may be expected to perform*):

Serve as administrative assistant to the department head; exercise representational authority from the department head over other employees; schedule and coordinate meetings, compose correspondence; research and prepare specialized reports.

Recommend and implement changes in office procedures; design office forms, maintain departmental records, reports and files.

Transcribe letters, memoranda, reports, surveys and other materials.

Receive callers, maintain appointment records, and provide information by telephone, email or in person.

Compose and type correspondence and prepare a wide variety of reports, records, surveys, and related materials.

Open daily mail, attach previous correspondence, assemble pertinent files and materials for reply; route other correspondence as needed.

Operate standard office equipment including personal computer terminal, scanner, fax, calculator and copier.

Assist in the development of, and maintain familiarity with the department budget, accounts and funds, and maintain running balances.

Perform other duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

Thorough knowledge of modern office methods and procedures, and of business English.

Strong mathematical skills and ability to record, track and balance accounts.

Considerable knowledge of automated office systems, including spreadsheets, database queries and word processing, and the ability to apply them to departmental operations.

Ability to independently perform administrative detail and to research and prepare complex records and reports.

Ability to communicate effectively, both orally and in writing, to answer phones and to carry out complex oral and written instructions.

Ability to maintain good working relations with the general public and other employees.

Ability to efficiently organize and maintain record-keeping and filing systems, both manual and computerized.

Organized, dependable, reliable, punctual, flexible, courteous and tactful.

Skill in the operation of the personal computer terminal, scanner, fax, calculator and copier and other office equipment.

APPLY: The Human Resources Department must receive a completed City of Royal Oak *employment application*
No later than 4:00 pm on Monday, March 23, 2015.

Application packets are available in the Human Resources Office at City Hall or online at www.romi.gov/jobs